

# **“RB” SERIES**

## **C O N T R A C T**

PRINTING, BINDING, PACKAGING, AND DELIVERING THE  
2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

### **RB-2** **CONTRACT FORM**

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Legislative Services Agency  
Legal Services Division  
State Capitol  
Des Moines, Iowa

Mr. Tim McDermott, Director  
Legislative Services Agency



**CONTRACT FORM (RB-2)**  
**CONTRACT 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)**

**CONTRACT**

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# CONTRACT FORM (RB-2)

## CONTRACT 2021-2022 IOWA OFFICIAL REGISTER (REDBOOK)

### I. INTRODUCTION

- A. **Parties.** The parties to this contract are the Legislative Services Agency, herein referred to as the "Agency," an organization created under the jurisdiction of the Iowa General Assembly pursuant to Iowa Code §2A.1 and identified with the Federal Employer Identification Number 42-6022199, and Walsworth Publishing Company, Inc., herein referred to as "Contractor," a business located in Marceline, Missouri, and identified with Federal Employer Identification Number 43-0718484.
- B. **Purpose.** The purpose of this contract is to govern the production and delivery of the Iowa Official Register (Redbook). It includes provisions governing both the production and delivery of production items and the publication.

### II. DEFINITIONS

As used in this contract, unless the context otherwise requires:

- A. **"Delivery"** means the physical or electronic transmission of communications, composed pages, a production item, or the publication, including any publication item, by one party to another party as provided in Part V, or payment as provided in Part IX. Delivery is accomplished by receipt.
- B. **"Iowa Official Register"** means the publication commonly referred to as the "Redbook," which is a single, hardbound volume consisting of text and artwork (e.g., photographs and drawings) which provides a record of the State of Iowa and its relationship to other states and to the United States, including but not limited to (1) front and back matter, including a table of contents and index; and (2) the body of the publication item, including (a) provisions of the constitutions and other foundational laws of the state and the United States, (b) a description of the state's system of government, such as its branches of government, its agencies and political subdivisions, and its principal educational institutions, (c) biographies and portraits of leaders of the state and the political leaders of the United States elected by Iowans, (d) descriptions and photographs of official or historic state buildings and monuments and official state symbols, (e) a profile of the state and its people, and (f) a description of the state's geography and climate.
- C. **"Order"** means the total number of publication items provided in Part IX, Paragraph "C," Table "A," but not counting any publication item provided in Part IX, Paragraph "C," Subparagraph 3, Table "D."
- D. **"Production Item"** means a sample cover or set of digital proofs which is required to be produced by the Contractor for the Agency and delivered by the Contractor to the Agency as provided in this contract.
- E. **"Publication"** means all publication items that are part of an order and all publication items that are part of an overrun as provided in Part IX, Paragraph "C," Subparagraph 3, Table "D."
- F. **"Publication Item"** means a printed, finished, and bound book which is the 2021-2022 edition of the Iowa Official Register (Redbook) that is produced for, delivered to, and accepted by the Agency as part of an order or as part of an overrun as provided in Part IX, Paragraph "C," Subparagraph 3, Table "D," as provided in this contract.
- G. **"Sample Cover"** means a production item that is (1) a paper proof cover (sometimes referred to as a "laser proof") that illustrates how a cover associated with the publication will appear when it is bound, or (2) a finished cover that is an exact replica of a cover associated with the publication.
- H. **"Set of Digital Proofs"** means a production item that is a set of sheets of paper which replicate the Agency's composed pages and show how pages will appear in a publication item (e.g., with crop marks).
- I. **"Workmanship"** includes all aspects of labor and mechanical, chemical, or computer processes used to compose, create, or manufacture a production item or publication item and the effort required to produce the appearance, sturdiness, and durability of a publication item such as its binding, the appearance and placement of images on digital proofs and book pages; the alignment and cut of the book pages; the placement of impressions on the book cover; and the composition, color, legibility, crispness of text and artwork; and any necessary collating of digital proofs into sets.



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### III. GENERAL PROVISIONS

- A. **Appendices Incorporated by Reference.** The Appendices (RB-3) are incorporated as part of this contract by reference. If a provision in this contract and a provision in an associated Appendix conflict, the provision in this contract shall control.
- B. **Choice of Law and Forum.** This contract is governed by the laws of the State of Iowa. All disputes and controversies regarding this contract shall be heard in the District Court of Polk County, Iowa. However, if jurisdiction is not proper in the Polk County District Court, actions shall only be brought in the United States District Court for the Southern District of Iowa, Central Division, provided that jurisdiction is proper in that forum.
- C. **Conflict With Contract and Applicable Law.** In the case of a conflict between a provision of this contract and a statute or regulation of this state as judicially construed and in effect on the effective date of this contract, the provision of this contract controls, unless otherwise prohibited by a statute or regulation of this state as judicially construed and in effect on the effective date of this contract. Otherwise, a statute or regulation of this state as judicially construed and in effect on the effective date of this contract, and principles of common law as applicable on the effective date of this contract, shall be reasonably construed as being in harmony with the provisions of this contract.
- D. **Compliance With Applicable Laws and Regulations.** During the duration of this contract and as a condition of the Contractor's duty to perform under the provisions of this contract, the Contractor shall comply with all applicable laws and regulations of the State of Iowa and the United States, including but not limited to Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991 (42 U.S.C. ch. 21), and the federal Occupational Safety and Health Act of 1970 (29 U.S.C. ch. 15).
- E. **Taxes; Certification — Collection and Remission of Iowa Sales and Iowa Use Tax.** The Agency or the Iowa General Assembly is not responsible for paying any taxes incurred by the Contractor in the performance of this contract. The Agency and the Iowa General Assembly are exempt from the payment of Iowa sales taxes, Iowa use taxes, and other taxes. The Contractor shall not collect or remit an Iowa sales tax or Iowa use tax on sales of tangible personal property or services for its performance under this contract. However, the Contractor certifies to Iowa's Department of Revenue, on any form required by the department, that the Contractor agrees to collect and remit Iowa sales taxes and Iowa use taxes otherwise due under Iowa Code chapter 423 on the sales of tangible personal property and services as enumerated by statute, pursuant to Iowa Code §423.2 and §423.5.
- F. **Estimations.** Whenever this contract estimates a number of pages (or signatures) to be produced or estimates a number of publication items to be delivered to a particular destination, the estimation is an approximation and the base amount of the contract price is subject to adjustment as provided in Part IX. The final page count and contract price will be determined after the execution of this contract.
- G. **Counting Book Pages.** When counting the publication's book pages, one sheet of paper includes two pages, one on the front side and one on the reverse side.
- H. **Computing Time.** For purposes of computing time, including but not limited to purposes of calculating delivery requirements according to a schedule provided as part of a trial performance period as provided in Part VI or as part of a standard performance period as provided in Part VII or Part VIII, all of the following apply:
1. **Time of Day.** Any reference in this contract to time of day is calculated using Central Time. A day begins at 8:00 a.m. and ends at 4:30 p.m.
  2. **Days.** A "day" means a calendar day unless otherwise provided in this contract.
    - a. **Calendar Day.** A calendar day is any day of the week. In computing calendar days for purposes of delivery, the first calendar day is excluded and the last calendar day is included unless the last day falls on a Sunday or a legal public holiday as provided in Iowa Code §1C.1, in which case the time prescribed is extended to include the next succeeding calendar day.



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- b. **Business Day.** A business day is a calendar day other than a Saturday or Sunday or a day recognized as a legal holiday as provided in Iowa Code §1C.1. In computing time for purposes of delivery, the first business day is excluded and the last business day is included.
- I. **Agency's Interest in a Production Item or Publication Item.** A production item or publication item shall not be subject to copyright by the Contractor in the United States or in any other country. The Contractor shall not use or release text or data originating from print or electronic media delivered to the Contractor under this contract that contains any portion of a production item or publication item without the prior written approval of the Agency. The Contractor shall not produce a print or electronic version from such text or data without the prior written approval of the Agency. The Contractor shall not advertise itself as the State of Iowa's official publisher of the publication, a publication item, or any other item produced by or under the supervision of the General Assembly.
- J. **Party in Litigation.** The Agency shall not act as a party in any lawsuit to protect or enforce a right or interest of the Contractor, unless the Agency consents in writing to become a party.
- K. **Delegation.** The Contractor shall not delegate (convey, assign, transfer, or subcontract) any interest in this contract to another person without the prior written consent of the Agency. The Contractor may provide for subcontracting only as follows:
1. **Production (Book Bindery).** The Contractor may, with Agency approval, provide for the production of a production item or publication item by a book bindery which acts under the direct supervision of the Contractor and provides for the production of (1) a production item during the trial performance period as provided in Part VI, (2) a production item during the standard performance period as provided in Part VII, or (3) a publication item during the standard performance period as provided in Part VIII. See *Appendices A and B (RB-3)*.
  2. **Payment Obligation.** The Contractor and not the Agency shall be liable for any payment to a subcontractor for performance rendered by the subcontractor under this contract.
  3. **Duty to Perform.** The Contractor shall not be relieved from performing a duty under this contract because of a subcontract or a subcontractor's failure to perform a duty. All standards for production and delivery of production items and a publication as provided in this contract shall apply to the Contractor regardless of whether the Contractor renders performance directly or by using a subcontractor.
  4. **Agreements.** The Agency may obtain and review any agreement executed between the Contractor and a subcontractor.
- L. **No Pecuniary Gain or Conflict of Interest.** The Contractor agrees that to its knowledge neither the staff of the Agency nor a member of the General Assembly of the State of Iowa has or will receive any direct economic benefit because of the selection of the Contractor as a party to this contract. The Contractor agrees that it has no interest and will not acquire any direct or indirect interest which would conflict in any manner with the performance of this contract, and that a person having such an interest will not knowingly be associated in the performance of this contract.
- M. **Fixed Price Contract.** This is a fixed price contract. Except as otherwise expressly provided in this contract, or expressly agreed to in writing by the parties, the contract price paid to a Contractor is fixed as provided in this contract. Except as provided in this contract, no special fees or expenses shall be charged directly or indirectly to the Agency, including labor, production materials, equipment, insurance, packing, freight, travel, parking, or any other costs incurred in producing and delivering production items or the publication.
- N. **Renewal Option.** The parties reserve the right to execute a renewal contract in 2023 to produce and deliver the next edition of the Iowa Official Register (Redbook) according to provisions substantially similar to the provisions of this contract, as negotiated by the parties.



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#### IV. STANDARDS

##### PRODUCTION

- A. **Contractor's Duty of Performance.** The Contractor shall acquire all production materials, furnish all workmanship, and oversee all aspects of production.
- B. **General Standards.** Any detailed standard for production material or workmanship contained and required in this contract shall be the standard for production material or workmanship used to produce a production item or the publication. However, if a standard is not specified in this contract or there is a question regarding the Contractor's compliance with a standard for a production material or workmanship, due to any ambiguity in this contract, all of the following apply:
1. **Production Materials.** If the Agency has approved without qualification a production material after the execution of this contract during the trial performance period as provided in Part VI or standard performance period as provided in Part VII, that same production material shall be used by the Contractor in the production of a production item during the standard performance period as provided in Part VII and in the production of the publication during the standard performance period as provided in Part VIII. The standard for a production material established pursuant to this Subparagraph 1 shall supersede any possible conflicting standard for the production material in this contract. In all other cases, the standard for a production material used to produce the publication shall be the same or equivalent to the standard used to produce the 2019-2020 edition of the Iowa Official Register (Redbook).
  2. **Workmanship.** If the Agency has approved without qualification the workmanship used to produce a production item during the trial performance period as provided in Part VI or the standard performance period as provided in Part VII, that same workmanship shall be used by the Contractor in the production of a production item during the standard performance period as provided in Part VII and in the production of the publication during the standard performance period as provided in Part VIII. The standard of workmanship used to produce a production item approved by the Agency without qualification shall supersede any possible conflicting standard for workmanship in this contract. In all other cases, the standard for workmanship used to produce the publication shall be the same or equivalent to the standard used to produce the 2019-2020 edition of the Iowa Official Register (Redbook). When a publication item is closed, the edge of the book cover front and the edge of the book block shall measure between 3/8" and 1/4".
- C. **Questions.** The Contractor shall notify the Agency of any question arising because of an apparent conflict between the general standards provided in Paragraph "B" and the detailed standards provided in Appendix A or B (RB-3) not resolved by the parties prior to production.

#### V. STANDARDS

##### DELIVERY

- A. **Communications.** Any communication between the Agency and the Contractor regarding this contract must be addressed to the party's respective contact persons, as specified in Appendix F (RB-3).
1. **Book Bindery.** If the contact person specified in Appendix F (RB-3) is not responsible for the day-to-day operations in the book bindery, the Agency reserves the right to communicate with the person in the book bindery during the trial performance period as provided in Part VI, and during a standard performance period as provided in Part VII or Part VIII.
  2. **Replacement.** If a party replaces a contact person, the party shall immediately notify the other party of the contact information for the new contact person.
- B. **General Duty to Deliver.** The parties shall deliver production items and the publication as specified in Appendices C and D (RB-3).



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- C. **Incomplete Delivery of Production Items or Publication Items.** The Agency's delivery of a set of composed pages with missing pages shall be deemed to be a failure to deliver the entire set of composed pages, and the Contractor's failure to deliver a complete, satisfactory set of digital proofs shall be deemed to be a failure to deliver the entire set of digital proofs. However, the Agency may provide for incremental delivery of composed pages and for the incremental production and delivery of digital proofs. The Contractor's failure to deliver a complete and satisfactory set of book pages for a publication item shall be deemed to be a failure to deliver the publication item.
- D. **Subcontractor (Book Bindery).** The Agency may require that a subcontractor who is the book bindery deliver a production item simultaneously to the Agency and the Contractor during the trial performance period as provided in Part VI and the standard performance period as provided in Part VII.
- E. **Common Carrier Requirements.** The Contractor shall provide for the delivery of a production item or publication item as specified in Appendices C and D (RB-3). However, the Agency may modify the special instructions specified in Appendix C or D (RB-3) prior to delivery, subject to the parties' agreement to alter or not to alter the contract price.
- F. **Delivery on Business Day.** The Contractor shall not deliver a production item or publication item on a day other than a business day without the express approval of the Agency.
- G. **Excusable Failure to Deliver.** The Contractor is excused from delivering a production item or publication item on a specific business day or to a specific destination if the destination does not accept receipt and the Contractor promptly notifies the Agency of the refusal. However, the Contractor must complete delivery on the next business day to that destination, unless the failure is excused as provided in this Paragraph "G," or the Agency provides otherwise.
- H. **Possession by Agency.** Delivery is not accomplished until the Agency takes possession of a production item or publication item. Title does not pass to the Agency prior to the receipt of the production item or publication item by the Agency. The Agency's receipt of a production item or publication item is not an approval of the production item or publication item by the Agency. A production item or publication item which is damaged prior to receipt by the Agency shall be deemed undelivered. When the Agency opens a carton or other box containing a damaged production item or publication item, it is conclusively presumed that the damage occurred prior to receipt (i.e., during production or delivery).
- I. **Review and Response.** The Agency shall review production items or the publication and communicate a response to the Contractor as follows:
1. **Statistical Sampling.** In determining whether to accept or reject the publication delivered to the Agency as part of delivery as provided in Appendices C and D (RB-3), the Agency shall examine a statistical sampling of at least 5 percent of the publication items delivered as part of delivery.
  2. **Determination Period.** The Agency shall have a determination period to deliver its response to the Contractor as provided in Subparagraph 3 and specified in Appendix D (RB-3). The Agency's determination period begins on the final date required for the delivery of a production item or the publication or the actual date that such production item or the publication is delivered, whichever is later.
  3. **Agency Response.** The Agency's response shall be one of the following: (1) to approve a production item without qualification, approve a production item with qualification, or disapprove a production item during the trial or standard performance period as provided in Part VI or Part VII, (2) to accept or reject the publication during the standard performance period as provided in Part VIII, or (3) to accept or reject any number of publication items, during the standard performance period as provided in Part VIII. The Agency shall be deemed to have approved a production item or accepted the publication, including all publication items, delivered to the Agency at the end of a determination period as provided in Subparagraph 2, unless the Agency responds otherwise.
  4. **Remedies.** The Agency may seek remedies for the Contractor's failure to perform as provided in Parts X through XIII.



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### **VI. SCHEDULE — TRIAL PERFORMANCE PERIOD**

#### **PRODUCTION AND DELIVERY OF PRODUCTION ITEMS**

The Contractor shall produce and deliver the following production items for Agency approval during a trial performance period:

- A. *Paper Proof Covers.*** A paper proof cover shall illustrate how the book covers for the publication will appear when the publication items are bound, including all lettering and numbering, and the location of the required impressions, as specified in Appendix B (RB-3). The Contractor shall deliver the paper proof cover to the Agency as specified in Appendix D (RB-3), and the Agency will review the paper proof cover and deliver its response to the Contractor as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3).
- B. *Sets of Digital Proofs.*** The Agency will deliver composed pages for the publication in an electronic format to the Contractor as specified in Appendix C (RB-3). The Contractor shall use the composed pages to produce a set of digital proofs that meet the standards specified in Appendix B (RB-3). The Contractor shall deliver the set of digital proofs to the Agency as specified in Appendix D (RB-3), and the Agency will review the set of digital proofs and deliver its response to the Contractor as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3). The Agency may waive this requirement.

### **VII. SCHEDULE — STANDARD PERFORMANCE PERIOD**

#### **PRODUCTION AND DELIVERY OF PRODUCTION ITEMS**

The Contractor shall produce the following production items and deliver them for Agency approval during a standard performance period:

- A. *Finished Cover.*** A finished cover shall be an exact replica of the book cover for the publication when bound, including all lettering and numbering, and the location of the required impressions, as specified in Appendix B (RB-3). The Contractor shall deliver a finished cover to the Agency as specified in Appendices C and D (RB-3), and the Agency will review a finished book cover and deliver its response to the Contractor as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3).
- B. *Set of Digital Proofs.*** The Agency will deliver composed pages for the publication in an electronic format to the Contractor as specified in Appendix C (RB-3). The Contractor shall use the composed pages to produce a set of digital proofs as specified in Appendix B (RB-3). The Contractor shall deliver the set of digital proofs to the Agency as specified in Appendices C and D (RB-3), and the Agency will review the set of digital proofs and deliver its response to the Contractor as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3).
  - 1. *Incremental Delivery of Composed Pages and Sets of Signatures.*** The Agency may deliver the composed pages to the Contractor in installments by groupings of signatures. After the Contractor receives an installment of composed pages and produces the set of digital proofs, the Contractor shall produce and deliver that set of digital proofs to the Agency.
  - 2. *Deadline.*** The Contractor shall deliver a set of digital proofs or installments of a set of digital proofs to the Agency as specified in Appendices C and D (RB-3). However, the Agency may waive this requirement and authorize the Contractor to deliver the entire set of digital proofs produced from multiple installments of composed pages to the Agency on a later business day.





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### VIII. SCHEDULE — STANDARD PERFORMANCE PERIOD

#### PRODUCTION AND DELIVERY OF THE PUBLICATION

The Contractor shall produce and deliver the publication to the Agency for approval during a standard performance period in compliance with the requirements of this contract, including the standards provided in Part IV, this part, and the Appendices (RB-3). The Contractor shall package (including loading) and ship (including unloading) the publications as specified in Appendix C (RB-3). The Contractor shall provide for delivery of the publication to the destination specified in Appendix C (RB-3), and the Agency will review selected publication items and deliver its response to the Contractor as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3).

### IX. SCHEDULE — PAYMENT

- A. General.** The Agency is liable to the Contractor as provided in this contract only for amounts paid as consideration under this contract, and subject to the following:
- 1. Contract Price.** Unless this contract is terminated as provided in Part XI, payment of the contract price shall be based on the production and the delivery of production items and the publication to the Agency according to the terms and conditions of this contract.
  - 2. Invoice Required.** The Contractor shall present an invoice to the Agency for payment of the contract price as specified in Appendix D (RB-3). The Agency's payment to the Contractor of the amount stated in an invoice shall be deemed conclusive evidence of satisfaction by the Agency of any payment obligation for the items invoiced, and each party waives any right to later contest the invoice amount based on error. The Agency's payment of the final invoice shall be deemed conclusive evidence of payment of the contract price owed to the Contractor, regardless of any error by the parties.
- B. Payment Schedule.** Upon delivery of an invoice as provided in Paragraph "A," Subparagraph 2, the Agency shall pay the Contractor the contract price.
- 1. Conventional Payment Schedule.** The Agency will pay the Contractor according to a conventional payment schedule. The Agency may make one payment to the Contractor at the end of the determination period as specified in Appendix D (RB-3). The Agency shall pay the Contractor 100 percent of the amount of the contract price for the publication if accepted under the contract as provided in Paragraph "C."
  - 2. Early Payment Schedule.** The Agency, upon request by the Contractor or upon its own initiative, may pay the Contractor the contract price or a portion of the contract price earlier than required under Subparagraph 1. In order to receive payment of an amount earlier than required under Subparagraph 1, the Contractor must verify that the Contractor has incurred all production costs associated with performance under this contract. The decision of the Agency to pay an amount earlier than required under Subparagraph 1 shall not be construed as an amendment of this contract, shall not obligate the Agency to pay the Contractor an amount other than as provided in this contract, shall not constitute a waiver of any requirement of the Contractor, and shall not relieve the Contractor of its duty of performance under this contract.
- C. Amount of the Contract Price (Base Price and Adjustments).** The Agency shall pay the Contractor a base price which is an estimate of the contract price calculated for the production and delivery of the publication pursuant to the order by assuming that the publication has an estimated number of pages divided into signatures as specified in Appendix A (RB-3), subject to adjustment as provided in this Paragraph "C."



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**Table A**  
**Base Price**

Order	Amount
500	\$13,190

The Agency shall adjust the base price specified in Table A to achieve the contract price as follows:

- 1. Replacement Pages.** The Agency shall adjust the base price to account for the replacement of an occasional page or pages of the publication as required by the Agency due to the Agency's correction of the appearance or text of a page during production. The Agency shall deliver a replacement page to the Contractor by electronic transmission. The prices charged by the Contractor for incidental work shall not exceed those customarily charged by the Contractor to its customers for similar incidental work. Upon request, the Contractor shall provide the Agency with proof of customary charges. The Contractor shall not charge the Agency for the first \$100 incurred for replacing pages of the publication.

**Table B**  
**Bid Amount Adjusted Due to a Replacement Page**

Item		Adjustment Amount	
Per Page	Text or B/W Drawings Only	\$13.00	
	Text or B/W Drawings with Photographs or Photographs Only	B/W	\$13.00
		Color	\$13.00

Amount Per Replacement Page + Number of Pages Replaced Per Publication Item  
x  
Number of Publication Items Per Order  
= Total Adjusted Amount

- 2. Actual Number of Signatures.** The Agency shall adjust the base amount specified in Table A to account for the actual number of signatures for the publication as adjusted during the trial performance period as provided in Part VI or the standard performance period as provided in Part VII (the number of signatures that the Agency instructs the Contractor to be added to or subtracted from the estimated signature count). The Agency shall adjust the base amount to pay for the adjusted number of signatures (i.e., an increase or decrease in the estimated number of signatures) for the publication that is part of an order.

**TABLE C.1**  
**BASE AMOUNT ADJUSTED DUE TO AN INCREASE OR DECREASE IN THE SIGNATURE COUNT**  
**No Change in the Four-Color Graphic Image Count**

Each Additional Full	Increased Proposed Bid Amount Per Publication Item:	\$316.00	Increased/Decreased Amount Per Publication Item x Order
Each Additional Half	↑	\$225.00	
Each Fewer Full	Decreased Proposed Bid Amount Per Publication Item:	\$316.00	= Total Adjusted Amount
Each Fewer Half	↑	\$225.00	



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**TABLE C.2**  
**BASE AMOUNT ADJUSTED DUE TO AN INCREASE OR**  
**DECREASE IN THE SIGNATURE COUNT**  
**Change in the Four-Color Graphic Image Count**

Each Additional Full	Increased Proposed Bid Amount Per Publication Item:	\$764.00	Increased/Decreased Amount Per Publication Item x Order
Each Additional Half	↑	\$579.00	
Each Fewer Full	Decreased Proposed Bid Amount Per Publication Item:	\$764.00	= Total Adjusted Amount
Each Fewer Half	↑	N/A	

3. **Actual Number of Publication Items (Overrun).** The Agency shall adjust the base price specified in Table A to account for any number of up to 50 additional publication items of an overrun which the Contractor delivers to the Agency during the standard performance period as provided in Part VIII. The adjusted base price for each publication item of the overrun shall be discounted to equal 25 percent of the base price specified in Table A as adjusted in Tables C.1 and C.2 multiplied by the total number of additional publication items associated with the overrun accepted by the Agency.

**Table D**  
**Base Price Adjusted Due to an Overrun**

STEP ONE			STEP TWO		
Base Price Per Publication Item (as Adjusted)	Discounted Rate Per Publication Item	Discounted Price	Discounted Price Calculated in Step One	Number of Overrun Publication Items (no more than 50)	Increased Amount for All Overrun Publication Items
\$ _____	x .25	= \$ _____	\$ _____	x _____	= \$ _____

### X. PROCEDURES AND REMEDIES FOR NONCOMPLIANCE — GENERAL

- A. **All Legal Remedies Available.** Remedies available as provided in this contract for breach of contract are in addition to every other remedy available to the parties at law or in equity. The Agency may utilize a procedure and remedy for noncompliance as provided in this contract in addition to another procedure and remedy also provided in this contract, including but not limited to termination as provided in Part XI, a demand for specific performance as provided in Part XII, or the assessment of liquidated damages as provided in Part XIII and specified in Appendix E (RB-3).
- B. **Notice and Response Requirements.** The Agency shall notify the Contractor in writing of any noncompliance with the terms and conditions of this contract that demands a remedy as provided in Paragraph "A." Except as provided in Part XI, the Agency shall deliver the notice of noncompliance within the determination period for the approval of the publication as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3). The notice demanding a remedy for a breach of contract as provided in



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Part XII or XIII and specified in Appendix E (RB-3) shall document each breach of contract and the remedy demanded or imposed for the breach of contract. A notice of breach of contract which demands a remedy shall suspend any obligation by the Agency to carry out the provisions of this contract until the Agency accepts the remedy. The Contractor may dispute the Agency's determination of a breach by delivering a notice of dispute to the Agency within 30 calendar days after the Agency delivers its notice to the Contractor. The dispute shall be resolved by the parties in good faith.

- C. **Indemnification.** Except as provided in this contract, the Contractor shall indemnify and hold the Agency, the Iowa General Assembly, and the State of Iowa harmless from and against all liability, loss, damage, or expense, including reasonable attorney fees, by reason of a breach of contract by the Contractor.

### XI. PROCEDURES AND REMEDIES FOR NONCOMPLIANCE — TERMINATION

- A. **Justifiable Termination.** Any of the following shall be just cause for terminating this contract, without breach of contract:
1. **Insufficient Moneys.** If moneys necessary to satisfy this contract price are at any time not forthcoming or insufficient through the failure of the State of Iowa to make sufficient moneys available as a result of legally binding action, then the Agency may terminate this contract by giving not less than 20 calendar days' written notice to the Contractor documenting the lack of funding. Upon termination, the Agency agrees to pay all costs incurred by the Contractor up and until the date of termination. If moneys necessary to satisfy the contract price become available within 40 calendar days subsequent to the termination, the Agency agrees to reexecute a contract with the Contractor under the same provisions of this contract and any amendments as agreed to by the parties.
  2. **Force Majeure.** If the performance of any provision of this contract is prevented by an event which is an act of God, civil tumult, war, epidemic, interruption of transportation or communication, or any other cause beyond the control of a party, as determined by the Agency, that party is relieved of the performance of that provision of this contract. However, if the Contractor is prevented from performance, the Contractor shall provide the Agency with written notice within 10 calendar days describing the preventing event, the possible duration of the preventing event, the Contractor's efforts to remedy the situation caused by the preventing event, and the expected effect of the preventing event upon the schedules contained in this contract. It shall be the Contractor's responsibility to show that the cause of the preventing event was beyond the Contractor's control, that the preventing event reasonably caused nonperformance, and that the Contractor was not reasonably able to anticipate the preventing event in order to avoid the nonperformance.
- B. **Nonjustifiable Termination.** Either party may terminate this contract if the other party breaches this contract by failing to substantially comply with a provision of this contract. The party terminating this contract shall deliver written notice to the other party within 20 calendar days following the breach. The written notice shall document the breach of contract. If the Contractor breaches this contract by failing to satisfy such provision, the Agency may withhold all or a portion of unexpended moneys of the contract price, retaining such moneys as liquidated damages. The Agency may also continue this contract and retain such moneys as liquidated damages. The Agency shall deliver a written notice to the Contractor stating the Agency's decision to retain an amount in liquidated damages not later than 20 calendar days following the delivery of its notice documenting the breach of contract.
- C. **Unilateral Termination.** The Agency may unilaterally terminate this contract if the Contractor commits an egregious breach of this contract as specified in this Paragraph "C." The Agency shall deliver a written notice to the Contractor within 30 calendar days following the Agency's discovery of the egregious breach, but within the determination period for the acceptance or rejection of the publication as provided in Part V, Paragraph "I," and specified in Appendix D (RB-3). The written notice shall document each cause of the egregious breach.
1. **Egregious Breach.** As used in this Paragraph "C," an egregious breach is limited to any of the following:



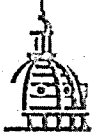
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- a. **Unauthorized Copyright.** The Contractor obtains or attempts to obtain a copyright in text or data produced in a publication item or originating from electronic media delivered to the Contractor by the Agency as provided in this contract.
  - b. **Unauthorized Release.** The Contractor releases text or data delivered by the Agency to the Contractor under this contract to any person, including but not limited to a related entity of the Contractor, the text or data is produced in a publication item or originates from electronic media delivered to the Contractor by the Agency, and the release is not expressly approved in writing by the Agency.
  - c. **Unauthorized Publishing.** The Contractor uses text or data delivered by the Agency to the Contractor under this contract for purposes of publishing without the express written approval of the Agency.
  - d. **Unwarranted Delay.** The Contractor fails to deliver any of the following:
    - (1) **Production Item.** A production item as required to be delivered to the Agency during the trial performance period as provided in Part VI or the standard performance period as provided in Part VII more than 10 calendar days after due.
    - (2) **Publication.** The publication required to be delivered to the Agency during the standard performance period as provided in Part VIII more than 20 calendar days after due.
  - e. **Disapproved Production Item (Grossly Unsatisfactory).** The Contractor delivers a production item during the trial performance period as provided in Part VI or the standard performance period as provided in Part VII which the Agency disapproves because it determines that the production item is grossly unsatisfactory. A set of digital proofs is deemed grossly unsatisfactory if text is corrupted or does not otherwise match the composed pages delivered by the Agency to the Contractor for production of the set of digital proofs. This Subdivision "e" does not apply to a production item that is unsatisfactory due to the Agency's use of technology or procedures to produce or transmit information to the Contractor for the production of the production item.
  - f. **Rejected Publications (15 Percent Rejection Rate).** The Contractor delivers the publication as part of the order as provided in Part IX, Paragraph "C," Table "A," which the Agency rejects because an unacceptable percentage of the publication items is unsatisfactory. A publication item is unsatisfactory if the Agency determines that it does not comply with the standards for materials or workmanship provided in Part IV based on a statistical sampling of publication items delivered to the Agency during the determination period as provided in Part V, Paragraph "I," as specified in Appendix D (RB-3). The Agency shall notify the Contractor of the rejection as soon as practicable within the determination period. The publication is unacceptable if 15 percent or more of the publication items are unsatisfactory according to the statistical sampling.
  - g. **Failure to Comply With a Notice for Specific Performance.** The Contractor fails to comply with a demand for specific performance within the period for compliance as provided in Part XII, Paragraph "B."
2. **Remedies.** The Agency may withhold all or a portion of unexpended moneys of the contract price, retaining such moneys as liquidated damages, and the Agency shall be entitled to 75 percent of the contract price, in additional liquidated damages as provided in Part XIII and specified in Appendix E (RB-3) based on potential lost sales to the Agency, the Agency's diminished reputation, and delays caused by selecting another vendor to complete the production and delivery of the publication.

## XII. PROCEDURES AND REMEDIES FOR NONCOMPLIANCE — SPECIFIC PERFORMANCE

- A. **General.** The Agency may demand specific performance, by requiring the Contractor to produce and deliver a replacement production item, the publication, or a publication item. The Agency may demand specific performance for cause as follows:



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1. **Disapproval or Rejection.** The Contractor delivers a production item which the Agency disapproves during the trial performance period as provided in Part VI or during the standard performance period as provided in Part VII or the Contractor delivers the publication, or the publication item, that the Agency rejects during the standard performance period as provided in Part VIII. The Agency shall disapprove a production item or reject the publication, or a publication item, that does not comply with the standards for production materials and workmanship provided in Part IV, including as specified in Appendices A and B (RB-3).
  2. **Inadequate Delivery.** The Contractor fails to comply with a requirement for the delivery of a production item during the trial performance period as provided in Part VI or during the standard performance period as provided in Part VII or the Contractor fails to comply with a requirement for the delivery of the publication, or a publication item, during the standard performance period as provided in Part VIII, including as specified in Appendices C and D (RB-3).
  3. **Underrun.** The Contractor produces an underrun of a set of digital proofs or publication items. The Agency may require the Contractor to produce the set of digital proofs as required by Part VII, Paragraph "B," or the number of publication items as required by Part VIII, for delivery to the Agency.
  4. **Unauthorized Copyright.** The Contractor obtains or attempts to obtain a copyright in text or data used in the production or delivery of a publication item. The Contractor shall immediately withdraw any application for the copyright and renounce any such copyright that the Contractor has obtained. Nothing in this Subparagraph 4 restricts the Contractor from obtaining or attempting to obtain a copyright in text or data provided to the Contractor by the Agency under the terms of another contract for a purpose unrelated to the production or delivery of a publication under this contract.
  5. **Unauthorized Release.** The Contractor releases text or data used in the production or delivery of a publication item to an unauthorized person. The Contractor shall take all actions necessary to recover the text or data from that person. The Contractor shall return the text or data to the Agency or destroy the text or data in a manner specified by the Agency. Nothing in this Subparagraph 5 restricts the Contractor from releasing text or data provided to the Contractor by the Agency under the terms of another contract for a purpose unrelated to the production or delivery of a publication item under this contract.
  6. **Unauthorized Publishing.** The Contractor uses text or data used in the production or delivery of the publication for purposes of unauthorized publishing of information delivered to the Contractor by the Agency. The Contractor shall destroy any item that uses such information upon demand by the Agency. Nothing in this Subparagraph 6 restricts the Contractor from using text or data or releasing text or data provided to the Contractor by the Agency under the terms of another contract for a purpose unrelated to the production or delivery of the publication under this contract.
- B. **Compliance Period.** Unless the Contractor disputes the Agency's demand for specific performance as provided in Part X, Paragraph "B," the Contractor shall provide specific performance as demanded in the Agency's notice within the same period of time required for the original delivery. However, if the Agency's demand is for the production and delivery of a publication item to correct and replace a publication item that the Agency rejected, the Contractor shall deliver the corrected replacement publication item to the Agency as provided in Paragraph "C" within 20 calendar days following the delivery of the Agency's notice to the Contractor.
- C. **Replacement.** If the Agency disapproves a production item or publication item, as provided in Paragraph "A," the Agency may demand that the Contractor replace the production item or publication item as required by the Agency, as follows:
1. **Production Item.** The Contractor shall deliver a replacement production item to the Agency in a manner specified by the Agency. For a set of digital proofs, the Agency shall return the set of digital proofs, or part of the set requiring correction, only upon request by the Contractor, and at the Contractor's expense which shall be deducted from the contract price.



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2. **Publication Items.** The Contractor shall deliver a replacement publication item to the Agency in a manner specified by the Agency. The Agency shall return a publication or a representative sample of book pages, only upon request by the Contractor and at the Contractor's expense which shall be deducted from the contract price. The Agency may demand that the Contractor replace the publication if the Agency could unilaterally terminate the contract due to an egregious breach as provided in Part XI, Paragraph "C," because 15 percent or more of the publication items are determined unsatisfactory according to a statistical sampling.

### XIII. PROCEDURES AND REMEDIES FOR NONCOMPLIANCE — LIQUIDATED DAMAGES

- A. **General.** During the trial performance period as provided in Part VI, or the standard performance periods as provided in Parts VII and VIII, the Agency may assess and impose liquidated damages against the Contractor for a designated breach of this contract as provided in this part that will result in the delay of the publication's delivery to the Agency. It is assumed that the late delivery of the publication will consequently reduce the Agency's sales of the publication. In addition, the late delivery of a publication will result in an accompanying loss of the Agency's reputation consequently reducing future sales of the publication and other Agency materials. It is assumed that the late delivery of the production item or the delivery of an unsatisfactory production item will consequently postpone the Agency's review and approval of the production item, causing a delay in the production and delivery of the publication. The Agency's imposition of liquidated damages applies regardless of whether a production item or the publication is or is not actually delivered late because it is assumed that any delay in the Contractor's delivery of the production item will be rectified by the Agency taking extraordinary measures to restore the schedule for production, if possible.
- B. **Breaches.** The Agency may assess and impose liquidated damages for a breach involving the delivery of the publication later than required under Part VIII, as specified in Appendices C and D (RB-3), or for a breach that includes the Contractor's failure to properly deliver a production item, the publication, or a publication item, subject to the cap on liquidated damages as provided in this Paragraph "B" and specified in Appendix E (RB-3).
  1. **Calculation.** The Agency shall assess liquidated damages based on the following calculations:
    - a. **Publication Items.** A publication item shall be assessed a predetermined rate assigned to that production item multiplied by the actual number of calendar days that the publication item is delivered late. Otherwise, the breach is a designated breach. A designated breach involving a publication item shall be assessed for a predetermined number of calendar days that the publication item is expected to be delivered late due to the designated breach. The amount of liquidated damages calculated for a single publication item shall be multiplied by the number of publication items delivered late. The predetermined number of calendar days shall be added to the last required delivery day for the publication item.
    - b. **Production Items.** A production item shall be assessed a predetermined rate multiplied by the actual number of calendar days that the production item is delivered late. Otherwise, the breach is a designated breach. A designated breach involving a production item shall be assessed for a determined number of calendar days that the production item is expected to be delivered late due to the designated breach. The amount of liquidated damages shall be multiplied by the total number of publication items expected to be delivered late due to the breach.
  2. **Amount of Liquidated Damages Capped.** The Agency shall not assess or impose liquidated damages for an amount that exceeds a maximum amount for all breaches classified under a category described in this Part for the publication based on a percentage of the contract price as provided in Part IX, and specified in Appendix E (RB-3).



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### XIV. WAIVERS AND AMENDMENTS

- A. **Writing Requirement.** A waiver or amendment of a provision of this contract shall not be valid unless made in writing.
- B. **Waiver Restriction.** No person representing the Agency may waive a requirement or amend this contract, except Mr. Tim McDermott, Director of the Legislative Services Agency.
- C. **Specific Waiver — Trial Performance Period.** The trial performance period for the production and delivery of a set of digital proofs as a production item as provided in Part VI is waived.
- D. **Failure to Act is Not a Waiver.** The failure of a party at any time to enforce a provision of this contract is not a waiver of the provision, and does not affect the validity of any provision of this contract or the right of either party to subsequently enforce a provision of this contract. A decision by the Agency to ignore a breach of this contract by the Contractor is not a waiver of a subsequent breach of this contract by the Contractor.

### XV. EXECUTION AND EFFECT OF EXECUTION

- A. **Integration.** Except as provided in this Paragraph "A," this contract contains the entire agreement between the Agency and the Contractor, and representations made before the signing of this contract shall not be binding, and neither party shall rely upon conflicting prior representations in entering into this contract. However, if the parties disagree regarding an issue which is not expressly addressed in this contract, or regarding the interpretation of a provision in this contract, which is expressly addressed in a provision contained in the Contractor's Request for Information (RFI) (RB-1) received by the Agency on September 3, 2021, the provision contained in the RFI (RB-1) shall be deemed as part of this contract. Otherwise, this contract supersedes the provisions of the RFI Form (RB-1) or agreements made prior to the parties entering into this contract.
- B. **Effective and Termination Dates.** This contract takes effect upon being signed by authorized representatives of the Agency and the Contractor and continues until the provisions of this contract are satisfactorily performed, or until this contract is otherwise terminated under its provisions.
- C. **Signatures.** The duly recognized representatives of the Agency and the Contractor have on the date noted signed their names to and executed this contract:

Tim McDermott  
Director  
Legislative Services Agency

Date

N. E. Shuffler

Date

Doc ID 1,224,562

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/2021/RB-2 Contract REDBOOK.doc

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